



CAWG General SAREX Briefing Guide



13 November 2002

General

- Provide general briefing at the start of each operational period
- Keep briefing concise (no more than 20 minutes)
- Format briefing in a logical sequence (don't skip around)
- Provide general information but don't go in to extended detail

Briefing

Introduction

- Introduce yourself and position
- Give them IC address for 108
- Introduce USAF staff
- Introduce Natl. / Regional or Wing guests
- Introduce other agency guests
- Introduce your key staff
- Provide brief overview of event

Schedule

- Provide start and end times for the event
- State time of key elements (classes, meals, transportation, etc.)

Now have each of the following staff brief on the following items.

Base Commander

- Location of restrooms
- Lodging information
- Transportation information
- Medical Assistance
- Restrictions and limitations (parking, off limit areas, etc.)

Planning Section Chief (PSC)

- Sign-in instruction regarding resource forms

Operation Section Chief (OSC)

- Assignment procedure
- Stay out of Operations unless you are called to brief or debrief

Safety

- Local hazards both on the ground and in the air

AOBD

- Local hazards
- Restricted areas
- Special instructions on Pre-Briefing sheet/poster

GBD

- Local hazards
- Restricted areas
- Special instructions on Pre-Briefing sheet/poster

GBD

- Local hazards
- Restricted areas

Information Officer (IO)

- Where to direct press when present

Flight Line Supervisor (FLS)

- General plan